

Immigration Legal Services (ILS) Internship

Location:	Atlanta Office
Length of Opportunity:	3 months – 12 months (multi semester applicants preferred)
Hours per Week:	16-40, depending on availability
Number of Positions Open:	2
Name & Title of Supervisor:	Natalia Winberry, Immigration Legal Services (ILS) Program Manager
General Function:	To assist the ILS Program staff in the delivery of quality legal services. Assist in program promotion and in administrative tasks as World Relief builds out the immigration program, and assist to affiliate offices and external partners. May be used to fulfill the shadowing requirement for DOJ accreditation.
Job Duties:	<ul style="list-style-type: none">• Assist ILS Staff, and under their guidance and supervision, prepare legal immigration applications and materials after applicants have been legally screened by them.• Assist ILS staff during initial consultation to determine eligibility of requested service and to inform client of application process, including required records and questions to be answered.• Assist ILS staff in contacting clients before and after initial consultation regarding scheduled appointments and required documentation.• Assist ILS staff in preparing various applications and forms, ensuring accuracy of information.• Example of main applications for which intern's assistance will be required: U Visa petitions for victims of crimes; One-step spousal Adjustment of Status applications (green card applications), I-130 Petitions for Alien Relative; Consular processing applications, Refugee applications for Adjustment of Status, I-131 Travel Document applications, and I-730 Refugee/Asylee Relative Petitions.• Interview clients to gather biographical information and documents relevant to their immigration and naturalization cases.• Conduct follow-up interviews with clients, as needed, throughout the case preparation process.• Ensure that copies of all relevant applications and documents are placed in the client's file.• Input case-related information into the client database and prepare case summaries, as needed.• Assist in community outreach initiatives• Other duties as assigned by supervisor and ILS team.
Knowledge, Skills, &	<ul style="list-style-type: none">• Ability to work both independently with minimum supervision, and in

Abilities:

collaboration with others

- Initiative, high sense of responsibility and ability to plan, organize, and learn quickly
- Ability to problem solve promptly and effectively
- Fluency with social media
- Ability to communicate clearly, both orally and in writing
- Flexible and motivated team player
- Competent in the use of Microsoft Office

Experience Required:

- Law student or law graduate preferred, but not required.
- Foreign language skills a plus.
- Ability to commit two full days per week.
- Commitment to the mission of World Relief, a heart for service to vulnerable people and interest in immigration issues.
- Detail-oriented and proactive.
- Strong interpersonal skills, empathy and cross-cultural sensitivity.
- Excellent writing and computer skills.
- Competent in the use of Microsoft Office.
- Ability to work with minimum supervision, and to deal with problems/issues promptly and efficiently.
- Ability to communicate clearly, both orally and in writing.
- Flexible and motivated team player.
- Some experience or demonstrated interest in immigration or naturalization law, public interest law or public service is preferred but not required.

Work Environment:

- Office has ample parking
- Workspace may be shared with coworkers

To apply for this position, please visit <http://worldreliefatlanta.org/intern>

For more information please contact atlantainfo@wr.org